

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

April 28, 2006

SUBJECT: THE "LAPD MISDEMEANOR TRAFFIC SUBMISSIONS" FORM, FORM 4.80.0 - ACTIVATED

PURPOSE: This Order implements the "LAPD Misdemeanor Traffic Submissions" Form, Form 4.80.0, to standardize the method of documenting and tracking misdemeanor arrest reports in all court liaison units within the City. The standardized form is necessary in order to conduct an accurate and complete Citywide semi-annual audit of DUI arrests as required by Manual Section 2/445.

PROCEDURE:

I. THE "LAPD MISDEMEANOR TRAFFIC SUBMISSIONS" FORM, FORM 4.80.0 - ACTIVATED. The "LAPD Misdemeanor Traffic Submissions" Form, Form 4.80.0 is activated.

A. Use of Form. All misdemeanor traffic cases submitted to the City Attorney's Office by court liaison units shall be documented on this form.

B. Completion. The completion of the form is self-explanatory.

C. Distribution.

1 - Original submitted to the Office of the City Attorney.

2 - Copy to the concerned court liaison unit.

2 - TOTAL

FORMS AVAILABILITY: The "LAPD Misdemeanor Traffic Submissions" Form, Form 4.80.0, will be available for ordering from the Distribution Center, Department of General Services, in approximately 60 days. A copy of the form is attached for duplication and immediate use.

AMENDMENTS: This Order adds Section 5/4.80.0, to the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Special Operations Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 2/445.

WILLIAM J. BRATTON
Chief of Police

Attachment(s)

DISTRIBUTION "D"